

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Department of Transit Systems Operations Division of Claims 125 Pine St., NE		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed DEC 9 1977 77-502 DEC 20 1977 1. Application 2. Dept. Application No.	
4. Person to Contact Ira Drake, Claims Dept.		5. Working Title Claims Clerk	
6. Telephone Number 586-5401			
7. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 75-257 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest Latest 1972 Present		9. Records Series Title (followed by title used in office, if different) Accident Report Files	
10. Division and Office Function What is the function of the Division and the Office in which this record series is created? SEE ATTACHED			
11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: ^{ng} Investigation and evaluation of accidents involving transit vehicles. Included are: Photos, accident reports, supervisor reports, eye witness reports, memos, payment records and any additional material relating to the file File is arranged: numerically, by claim number, by year			
12. Monthly Reference Rate How often are records referred to which are: One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ?			
13. Annual Rate of Accumulation of Records Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____			

Approved Date 12/2/77 John W. [Signature] Records Management Analyst	Approved Date 12/2/77 [Signature] Department Head/Designee	Approved Date 12/2/77 [Signature] Division Head/Designee	Approved Date 12/2/77 [Signature] Department Records Management Officer
Approved Date 12-20-77 Canada [Signature] MARTA Management Advisory Committee	Approved Date 12/5/77 [Signature] Department of Archives and History	Approved Date 12/5/77 [Signature] Division of Audit	Approved Date 12/5/77 [Signature] Legal Counsel

17 APPROVALS

(Indicate briefly rationale for recommendations above/or write additional remarks):

These instructions apply to all prior and future accumulations of the series.

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then, _____

☒ Hold in the current files area _____ months(s); then _____ year(s); then _____

☐ Transfer to local holding area; hold _____ year(s); then _____

☒ Transfer to State Records Center; hold _____ year(s); then _____

☐ Destroy

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify) _____

15. Retention Requirements

The following requires the series to be kept:

a. State Law _____ years.

b. Statute of limitation _____ years.

c. Federal law _____ years.

d. Audit period _____ years.

e. Administrative need _____ years.

f. Federal retention instructions _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

YES	NO	14. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series?
		If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?
		h. Is there a duplication of this series in your office, or in another office or agency?
		If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

APPLICATION FOR RECORDS DISPOSITION STANDARD

MARTA

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Division, Subdivision & Administering Office Address MARTA 100 Peachtree Street, N.W. Suite 1300 Atlanta, GA 30303		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed NOV 21 1975 75-257 NOV 26 1975	
4. Person to Contact Douglas M. Haire		5. Working Title Records Management Analyst	6. Telephone No. 586-5260
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD. RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS. NO FURTHER ACCUMULATION ANTICIPATED.			
8. Earliest & Latest Dates of Series - present	9. Exact Series Title Atlanta Transit System - <u>Traffic Accident</u> <u>Accident report</u> <u>Law Suit Files</u> <u>files</u>		

10. What is the function of the office in which this record series is created?

The Atlanta Transit System, Inc., operated the Transit Service from 5/1/54 to 2/17/72. Officers of the company were R. L. Sommerville (President), William P. Maynard (Vice President and President), John Gerson (Vice President), and Henry L. Taylor (Vice President and Secretary-Treasurer). The companies were chartered by the State and were responsible for the delivery of transit services to the City of Atlanta.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to: litigation as to liability of the Atlanta Transit System by claimants involved in traffic accidents

Included are: depositions, photos, accident reports, eye-witness reports, memos, and any additional material relating to the law suit etc.

File is arranged: numerically, by claim number

ATTACH SAMPLES OF THE FILE

12. Equipment Occupied	No. of Drawers	Cu. Ft. of Records	Annual Rate of Accumulation	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers							
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) In Storage Areas			
				This Year's	Last Year's	Preceding Year's	All Prior Year's
			AVERAGE DAILY REFERENCES				

- YES NO
12. ☒ ☐ Is this the Record Copy of the series?
13. ☐ ☒ Is there a duplication of this series in another office or agency?
14. ☐ ☒ Is the information contained in this series ever summarized or published? Attach copy.
15. ☐ ☐ Does the series contain classified information requiring security handling?
16. ☐ ☒ Does the series initiate, amend or terminate agency policies and procedures?
17. ☒ ☐ Could the function be performed if the files were lost or destroyed?
18. ☐ ☒ Is the series (or major portion of it) regularly microfilmed? If yes, why?
19. ☐ ☒ Does the record series provide data as input to an EDP file?
20. ☐ ☒ Does the record series contain documentation produced as EDP printout?
21. ☐ ☒ Has the Federal Government issued instructions governing retention/disposition of these files?
22. ☐ ☒ Will there be a need for these records 10, 15 years from now? If yes, what?

24. REQUIREMENTS. The following requires the files to be kept _____ years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
- *(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ Other Place in inactive upon completion of litigation. Cut inactive file by calendar year, then:

- ☒ Hold in the current files area _____ month(s)/ _____ year(s):
- ☒ Transfer to ☒ State Records Center | ☐ Local Holding Area; hold 5 ^{DATE} 4 _{1/2} year(s):
- ☒ Destroy.
- ☐ Transfer to Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

(Indicate briefly rationale for recommendations above or write additional remarks):

26. APPROVALS

Approved	Department Records Management Officer	Date	Approved	Legal Counsel	Date
	<i>H. L. Taylor</i>	11-17-75		<i>James K. Keady</i>	10-28-75
Approved	Division Head / Designee	Date	Approved	Division of Audit	Date
	<i>W. R. Barne</i>	11-17-75		<i>William T. Canish</i>	11-19-75
Approved	Department Head / Designee	Date	Approved	MARTA Management Advisory Committee	Date
	<i>H. L. Taylor</i>	11-17-75		<i>[Signature]</i>	12-1-75
Approved	Records Management Analyst	Date	Approved	Department of Archives and History	Date
	<i>[Signature]</i>			<i>Carroll Hart</i>	11-26-75